

**Catholic Family Center
OSC Admin Meeting
July 10, 2012**

Announcements:

- Please pay money to Norene Goodman for Barbara Gorski's retirement party
- CAFL will be creating a new OSC position with the start to be in September; person has been identified but has not yet signed the letter of hire
- SKIP will be hiring 4 new staff
- Ann Marie presented Barbara with a chocolate motorcycle for her dedication to our group; she will be missed

Tracking Referrals per Deb: April – June

CAFL	16
CFC	103
RCN	21
SKIP	1

Record Review Summaries (Findings)

- There are always issues with transition, ensuring that copy of Notification goes in record and completing checklist – remind staff to do
- Do we think about co-visits and team meetings? – does seem that we are doing so.
- Mileage reimbursement for parents should be indicated on the IFSP plan, not always done

Strong Financial Case Managers

- This seems to be a push for MA waiver, being done by Joan Patterson and Polly Cherry. Deb wanted us to know about this as OSCs may be hearing from them. Their task is to pursue insurance eligibility for the clients served in the hospital.

Provider Updates

- Ann Marie asked what would we want to see with the new agency that may apply to provide Service Coordination. She wanted to know what our needs were and informed us that the county has about 1400 active kids in EI each year who need service coordination. Group suggested that the new agency not start with 8 staff as FRC had for all of us remaining would be losing about 1/3 to 1/2 of the caseloads to transition as of 8/31/12. It takes about 3 to 4 months to once again get staff to full caseloads so strongly suggested that new agency add staff on slowly. Communication is crucial among all of us. Ann Marie asked us to let the county know if we had other thoughts about this.

Transition

- Barbara talked about the common mistakes of the Notifications
- Date of referral needs to be noted on the Notification especially noting the month when the batched forms go to the school districts, such as 8/12 and 2/13
- Renee suggested redoing the form to clarify that only one of the options for families should be chosen; staff are sometimes having them complete more than one option
- Be sure to sort the Notifications by school districts and send to Denise

NYEIS Issues

- Waivers have to be resubmitted individually
- Suggest asking agencies to complete an input page (on our old Input Page form) for those autism cases. This would help the OSCs to enter all the Service Authorizations correctly into NYEIS. This could be

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given to the EI/ODs with the paper work so that they can also make sure that everything is being authorized correctly. OSCs need to start pushing for this with those Autism agency providers.

- It also sometimes helps to get a separate narrative about the services and how they are to be laid out in NYEIS
- OSC and agency will have to remember to include those services that are needed but that cannot be provided by the particular agency so that all the services get authorized in NYEIS
- Another reminder: any service that is to be provided to a child in a group needs to be specifically stated as to why this has to be done as part of the group on the narrative
- Remember to also offer mileage to families whose children attend an EI group and note this offer and/or decline on the narrative page
- If family training is to be offered, it should be checked on NYEIS and needs specificity in the narrative, Example: can have one line for 25 sessions of therapy but if family is to be trained during one of the sessions, a separate line checking family training will be needed for the 26th session.
- If co-visits are specified, collaboration would be chosen.
- Need to also have a discussion whether group would be reimbursed at a basic or an enhanced rate. This would be based on the needs of the child and should be included on the narrative. Discussion about the rate would be best off-line, however.

Groups

- Staying the same for now
- Need to give more thought as to how this is discussed with the family
- Don't discuss rates in front of family
- To talk about level of support, discuss with EI/OD

OSC Quarterly

- Beginning discussion with OSCs on how to bring up the topic of groups and how best to determine which group would be best for which child. Plan to have some scenarios for group discussion and see what each table decides and why.
- Need to relate group to IFSP outcomes
- Staff will also be asked to each bring in two of their most favorite community group resources to be compiled by Renee
- Recommended that service coordinators visit EI groups, will ask what OSCs would like to see added to or deleted from the EI groups spreadsheet.
- Perhaps at next quarterly have agencies holding groups discuss their groups.

Snacks for Quarterly:

Jeanne	Mini bagels and cream cheeses
Ann Marie	Juices
Barbara G	Eggs
Kathy	Bread/muffins
Renee	Possible paper goods
Barb V	Baked goods
Deb	Fruit

Next OSC Meeting August 7 – FRC Hillside Main Street Building
8:30 – 10:30 AM